



CITY DEPARTMENT APPROVAL FORM

In order to obtain a business license in the City of Monterey Park, the applicant must complete the Agency Approval Processing Form and acquire approvals from the Planning, Fire Prevention and Building and Safety Divisions. This step-by-step guide is created to assist the applicant with the application process. Follow the steps in sequence.

STEP 1 – PLANNING

Obtain an Agency Approval Processing Form from the Planning counter. Complete the top portion of the Agency Approval Processing Form. All the required information must be filled in. **Do not misplace or lose the Agency Approval Processing Form it serves as proof of payment of fees and securing of the required approvals from city departments.** It is the responsibility of the applicant to ensure that the Agency Approval Processing Form is hand-carried through all the steps.

STEP 2 – BUILDING

Take the Form to the Building and Safety counter. The Building Division will determine whether an inspection is required based on the previous and new use of the building.

Application Fees

- | | |
|--|-----------------------|
| <input type="checkbox"/> New Business, Change of Ownership of an existing business, Change of Building Ownership | \$160 + \$32/1,000 SF |
| <input type="checkbox"/> New Business that completed a tenant improvement/remodel permit or a Business Name change with the same ownership | \$64 |

Tenant Key Plan

If the building is occupied by multiple tenants, the property owner must submit a current **Tenant Key Plan** to the Building and Safety Division. A tenant key plan is a floor plan that shows all of the tenant spaces, including partition walls and doors. The floor plan must show the suite numbers and the square footage of each tenant space.

STEP 3 – FIRE

Complete the Fire Inspection form and take the form to the Fire Prevention Counter. Pay the fire inspection fee and schedule an inspection. The business must be set-up (e.g., furniture, equipment, merchandise, etc.) as if ready to open and/or operate for business in order for a fire inspection to be conducted.

After the fire inspection is completed, if the business is code compliant, the fire inspector will sign the Agency Approval Processing form. If the business is non-code compliant, a correction notice will be issued along with a follow-up inspection date. The Agency Approval Processing form will not be signed by the fire inspector until all corrections are made.

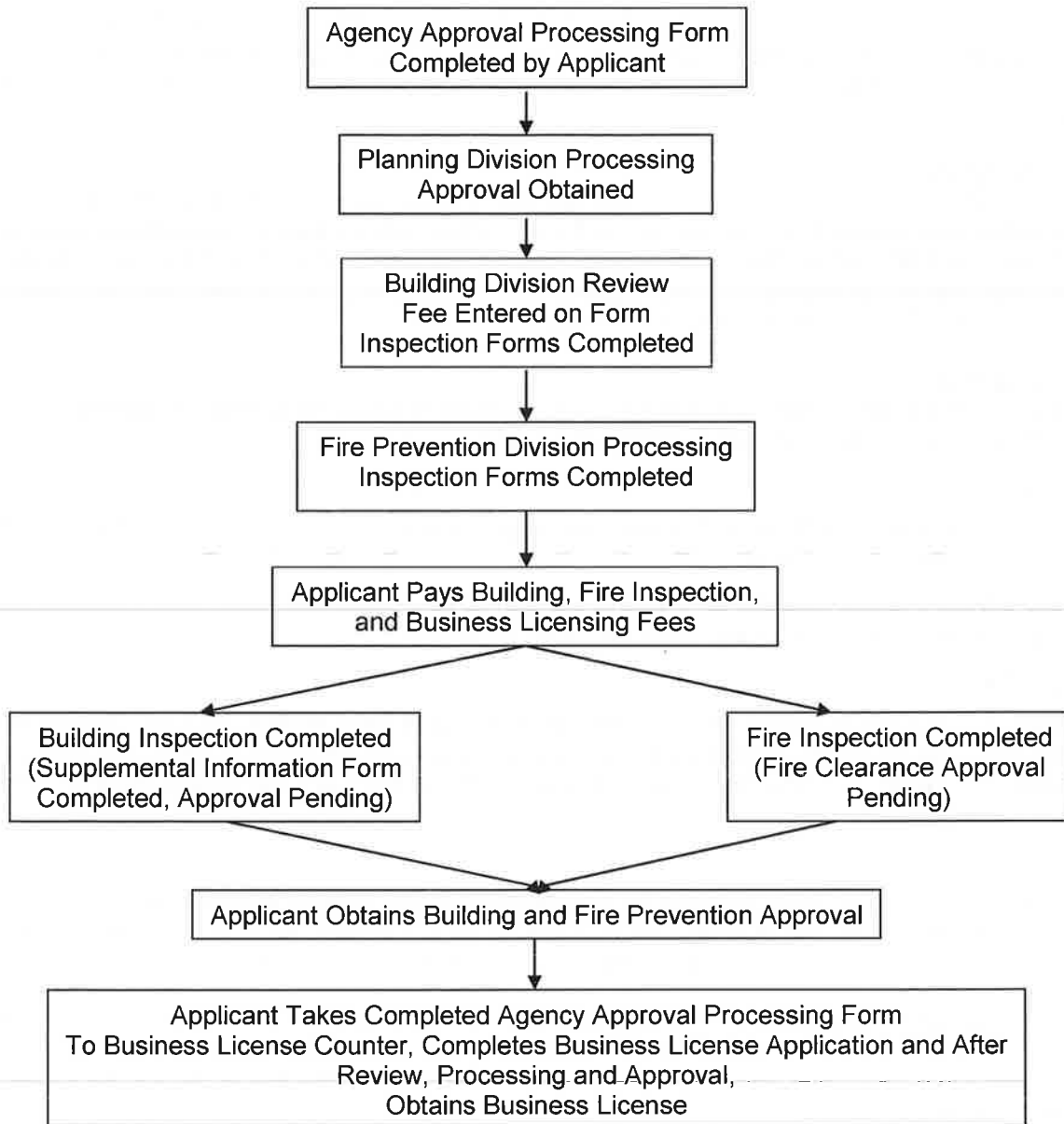
STEP 5 – HEALTH DEPARTMENT

Some businesses may require Los Angeles County Health Department approval (e.g., restaurants, food handling businesses, etc.). Contact the Health Department at (626) 813-3346 in the City of West Covina. Businesses not requiring Health Department approval can skip to Step 5.

STEP 4 – LICENSING

The applicant can proceed to the Business Licensing counter to obtain a Business License Application and pay all required fees. Final approval of the Agency Approval Processing Form will not be issued until the applicant secures approval from Planning, Fire, Building and Safety, and Health (if applicable).

AGENCY APPROVAL PROCESSING



Monterey Park Fire Department

320 West Newmark Avenue – Monterey Park, California 91754-2896

Phone: (626) 307-1308 – Fax: (626) 307-2590

www.ci.monterey-park.ca.us



Starting a Commercial Business

FIRE PREVENTION COUNTER

At the Fire Prevention Counter (located on first floor of City Hall next to Building) schedule an appointment for a fire inspection. A Fire Department guideline may be requested at the counter to help you prepare for your inspection.

Staff at the Fire Prevention counter will search the fire permit records and advise you of any permits that need to be obtained and paid prior to scheduling an appointment. Other permits may be required depending on the business process after the fire inspection is conducted.

An adult must be present for the scheduled inspection and a 24-hour notice is required to cancel and/or reschedule an appointment. The business must be set-up (all equipment and merchandise) as if ready to open and/or operate for business for the fire inspection.

If the business will be used for storage an Owner's Statement of Intended Use shall be submitted along with a schematic floor plan showing the storage areas. Please request the form from the staff at the Fire Prevention counter.

If the business has fire protection systems (fire sprinklers, fire alarms, commercial cooking systems, etc.), you will be asked to provide current certification from a state licensed fire protection contractor. Please check with your landlord to make sure there is an up-to-date certification report for these systems and provide a copy to the Fire Prevention staff prior to scheduling an appointment.

If you do not pass the fire inspection, you will be informed of the corrections that are required and given a re-inspection date (usually ten days on or after the first inspection). The fire inspector will return on the re-inspection date noted on the correction notice. However, if you make all the corrections prior to the re-inspection date on the notice, you may call to schedule an earlier appointment for a re-inspection.

PASSING YOUR FIRE INSPECTION!

Be prepared and review the Fire Department Guideline to have your business ready for the fire inspection. Remember, only the basic requirements are reflected in the guideline. A complete assessment of the fire and life safety requirements for your business can only be made after a complete Fire Department inspection is conducted.

SOME COMMON DEFICINCIES FOUND AT THE TIME OF INSPECTION ARE:

- Fire Protection Systems and Equipment are not up-to-date on their state certified requirements.
- Occupancy (kind of business conducting and/or service provided) not in compliance with the Certificate of Occupancy applied for on the application.
- Tenant improvements, modifications or alterations to the Building without permits.
- Fire extinguishers without an approved State Fire Marshal tag by a state licensee.
- Fire extinguisher obstructed, not properly mounted, or wrong type of extinguisher for business.
- Fire permits for special uses and/or hazards (certain business processes require an annual fire permit such as flammable or combustible liquids, welding, high piled storage) required for the business operation.
- Blocked exits or exits that have unapproved locks or latches installed on doors.
- Exit signage not maintained.
- Electrical hazards.
- Stock and or merchandise piled above the allowable limits for the type of fire protection systems in the building or lack of fire protection systems for the type of storage in the business. Maximum storage height is 12 feet from finished floor without in-rack sprinklers.
- Warehouse storage lacking aisle maintenance, width clearances, aisle spacing, unsafe storage heights and unsecured storage.
- Rack storage 8-feet from finished floor require a Building permit.
- Maintain storage 36-inches below ceilings, 18-inches below fire sprinklers.



Fire Fee: \$	APPL. NO.:
Bldg Fee: \$	

Building Address:		Suite or Unit:	Area Occupied (Sq. Ft.):
Building Owner/Manager:		Phone Number: _____	
Building Owners Address:		Restaurant (Specify # of seats)	
Business Name:	Business Description:	Phone Number: _____	
Business Owner: (as it is to appear on Business License)		Vacant Since:	
Previous Use:	Explosives, flammable liquids and health hazard materials? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, completed attached Fire Department form.		
Applicant: (print)		(date)	

DO NOT START YOUR BUSINESS OPERATION UNTIL YOU HAVE A BUSINESS LICENSE FOR THIS LOCATION

Planning:	Use Zone:	CUP:	Variance:	Use:
Proposed Business	<input type="checkbox"/> a permissible use at this location. Please proceed with application. <input type="checkbox"/> not allowed unless a Conditional Use Permit (CUP) is first obtained. <input type="checkbox"/> not permissible at this location. Application cannot proceed further.			
Restrictions				
Remarks				
Fire Dept	<input type="checkbox"/> Inspection Required <input type="checkbox"/> Inspection Not Required <input type="checkbox"/> Inspection Scheduled Date: _____ <input type="checkbox"/> Approved _____ Date: _____			
Health Dept (if applicable)	<input type="checkbox"/> Approval Received _____ Date: _____			
C of O on File: _____ <input type="checkbox"/> New Certificate of Occupancy Required				
<input type="checkbox"/> Inspection Required <input type="checkbox"/> Inspection Not Required <input type="checkbox"/> Inspection Scheduled Date: _____				
T.I. Permit No.: _____ Max. Occupant Load (for Dining Area or Assembly Area): _____ Design Floor Live Load: _____				
Type of Construction: _____ Occupancy Classification: _____ Type of Business: _____				
Building Division	<input type="checkbox"/> Final Approval _____ Date: _____			
CASHIER'S USE ONLY				

CITY OF MONTEREY PARK

Fire Prevention Division

320 West Newmark Avenue, Monterey Park, CA 91754

Tel. (626) 307-1308 • Fax (626) 307-2590

2014 FIRE
INSPECTION

ATTENTION: BUSINESS OWNER

The Fire Department has conducted an inspection of your business to verify compliance with the Monterey Park Municipal Code. The fire safety inspection is an annual requirement necessary to ensure a safe working environment and is designed to address fire and life safety hazards commonly found in local businesses. (Resolution no. 11121)

****Note: Inspections will only be conducted Monday through Thursday between 9:00am and 3:30pm****

To speed up the inspection process, please remember the following:

- 1. Your fire extinguisher (2A10BC) must have a current State Fire Marshal tag.**

The amount due is based on the number of employees at your place of business. Please refer below to determine amount due.

0-3 employees \$50 <input type="text"/>	4-6 employees \$75 <input type="text"/>	7-10 employees \$100 <input type="text"/>	11-20 employees \$125 <input type="text"/>	21+ employees \$150 <input type="text"/>
*IMPORTANT - Owner(s) are to be included in the count of employees				

BUSINESS NAME _____ PHONE # _____

BUSINESS ADDRESS _____ SUITE # _____

BUSINESS OWNER'S NAME _____

SIGNATURE _____

Inspection Date:

PLEASE CHECK WHICH APPLIES TO YOU

_____ CHECK

_____ CREDIT CARD

_____ CASH

FOR CASHIER'S USE ONLY
Account# 0010-6370